



RIM Reporter

Secretary of State ~ Records and Information
Management (SOS-RIM)

You made it thru Fiscal Year 08



CONGRATULATIONS!

***NOW, WHAT ARE YOU GOING TO DO WITH THOSE
OLD RECORDS?***

**STORE AT YOUR STATES RIM RECORDS CENTER?
MICROFILM TO PROTECT THOSE VITAL RECORDS?
IMAGE TO HAVE DESK TOP ACCESS & SAVE SPACE?
*REVIEW RETENTION SCHEDULES AND DISPOSE?***

CALL 444-9000 FOR ALL YOUR RECORD NEEDS

Learn how records and information management can increase
efficiency and cost savings for your agency.

August, 2008